



# **EXTREME DANCE**



**STUDIO  
HANDBOOK  
2023**

**EXTREMEDANCE.CO.NZ**

# **EXTREME DANCE STUDIO HANDBOOK 2023**

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## EXTREME DANCE STUDIO HANDBOOK 2023

It's our absolute pleasure to warmly welcome you into our family at Extreme Dance. Our team is thrilled to see many familiar faces return to the studio and even more excited to see some new faces join our community. We have created this one-stop handbook to hopefully shed some light on how things will run throughout the year as well as answer a lot of queries you may have before the year begins. While we would love you to take the time to read this information carefully and keep your handbook in a safe place to refer to as you need, don't forget that our friendly staff are always here to help and will happily answer any queries you may have. Nothing is too big or too small, we promise! 😊

### QUICK REFERENCE STUDIO INFORMATION

**Studio Address: 5 Paremata Cres, Paremata**

**Postal Address: PO Box 50019, Porirua**

**Phone Number: 04 2375662**

**Email: [info@extremedance.co.nz](mailto:info@extremedance.co.nz)**

**Website: [www.extremedance.co.nz](http://www.extremedance.co.nz)**

**Directors: Emma Johnson & John Linkhorn**

## EXTREME DANCE STUDIO HANDBOOK 2023

To start us off, it's important to us at Extreme Dance that all members of our team share our vision, our purpose and the philosophy that encompasses everything we do both in and outside of our classes. This is a vision that is shared and demonstrated by the directors, teachers and staff members at our studio and it is the driving force behind every interaction with our students and their families.

Extreme Dance is a place where kids of all ages, shapes and sizes learn to dance and perform. This is a studio where creativity, individuality and self-expression is encouraged and has a community of teachers, students and families who are passionate about performing arts. Our goal is to create a positive and happy experience for all of our students. We strive to nurture and develop talent, celebrate the achievements of all students and inspire a love and appreciation of all styles of dance and the arts. We are committed to providing a safe and positive environment in which all students can feel empowered, comfortable and free to express themselves.

WE BELIEVE in growing great dancers, and in growing great people.

OUR VISION is to unlock every student's potential, building confidence and developing excellence in dance and performance.

To create a vibrant and energized dance environment which students, teachers and parents are excited to be a part of.

### **WE ARE THE EXTREME TEAM.**

We are committed to doing whatever it takes to grow and learn, and to having a fantastic time along the way.

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## REGISTRATION

Before pulling on those jazz shoes, it's important that all students and/or parents – whether returning or new - fill in registration paperwork so we can ensure we have the most up-to-date contact details for you. This information includes your registration form, media release form (so we can show off photos and videos of our amazing dancers in and around the studios), medical information etc.

**You can register online and book into your preferred class/es now or at your convenience to guarantee your place by clicking this link:**

[https://dancestudio-pro.com/online/index.php?account\\_id=13834](https://dancestudio-pro.com/online/index.php?account_id=13834)

Our annual registration fee is \$45 per student and must be paid in full at the time of registration, to hold your place in your selected class/es. You will be prompted to make this payment once you have selected your Term 1 classes.

## COMMUNICATION

By now you have probably noticed that we are BIG on communication here at Extreme Dance. It is our promise to respond to all enquiries within 48-hours during term time.

For convenience, our primary means of communication is via email. You will receive regular newsletters and important information via email so please ensure you have provided the studio with an up-to-date email address that is regularly checked. We are of course happy to include multiple email addresses per family if you would like your correspondence sent to numerous recipients. Don't forget to add our email addresses [info@extremedance.co.nz](mailto:info@extremedance.co.nz) and [reception@extremedance.co.nz](mailto:reception@extremedance.co.nz) to your contacts so we don't end up in the dreaded Spam folder!

You can also contact our office on 04 2375662.

In the infrequent case of urgent information (for example, unexpected class cancellations or performance changes), we will send an SMS and/or telephone to all families. So, for this reason, please make sure the mobile phone number you have provided to the studio is correct and up-to-date.

Facebook is a great way for us to keep in touch with a large number of people at once, so we encourage all families to join our closed Extreme Dance Private Noticeboard Facebook group. This group can be found at <https://www.facebook.com/groups/extremedanceprivatenoticeboard/> and is monitored to ensure all content is appropriate and relevant.

We always display important information, dates and studio details on our noticeboard in the waiting room so please have a quick look when dropping off and picking up in case there is anything you may have missed. We are always happy to chat in more detail about communications you may receive from the studio, so if you need any clarification please don't hesitate to call us on 04 2375662 to chat with one of our helpful team members.

## EXTREME DANCE STUDIO HANDBOOK 2023

### IMPORTANT DATES

We understand wholeheartedly how busy the lives and schedules of our dance families can get as the year rolls on, so we have tried to get all of our important dates organised and ready for you so you can plan other commitments. Below we have listed some of our most important “Save the Dates” with more information (including times, costumes, requirements, etc.) to be communicated via email as we get closer to the events. All dates are subject to change in the event of a pandemic.

DATE	EVENT	DESCRIPTION	WHO IT INVOLVES
4 February	Open Day	Registration, uniform sales, performances, FUN	Everyone welcome
7 February	Term 1 begins	Start of Term 1 Term 1 invoices due	Everyone
31 March - 6 April incl	Viewing Week 1	Parents/caregivers are invited to watch classes	Everyone
6 April	Term 1 Ends	Last day of classes for Term 1	Everyone
24 April	Term 2 begins	Start of Term 2 Term 2 invoices due	Everyone
26 May	RAD Graded exam entries close	Closing date for RAD Graded and class awards in September	All students in Pre-Primary, Primary & Grade 1-4 Ballet
2 June	NZAMD exam entries close	Closing date for NZAMD Jazz, Contemporary and Pre-Grade exam entries.	All students in NZAMD exam classes
3 - 5 June incl	King's Birthday weekend	Studio CLOSED for the long weekend	Saturday & Monday classes
26 - 29 June	Extreme Dance awards	Proposed dates for the Extreme Dance awards	All Lyrical students and Competition Soloists
1 July	Term 2 Ends	Last day of classes for Term 2	Everyone
3 - 7 July	NZSD Winter School	Essential coaching for Vocational Ballet students	Compulsory for Intermediate Foundation, Intermediate &

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			Advanced 2 Vocational Ballet students sitting exams in 2023
10 - 13 July	RAD Grade School	Compulsory coaching week for all RAD exams & Class awards from Grade 1 & above	Ballet students from Grade 1 - 4
17 July	Term 3 begins	Start of Term 3 Term 3 invoices due	Everyone
17 July	Additional exam classes for RAD Grade 1 & 2 ballet begin, and continue for all of Term 3.	2nd weekly classes for Grade 1 & 2 ballet start. Grade 1 students come to TWO weekly classes: Thursday 3:30-4:25pm AND Saturday 12:45am-1:45pm  Grade 2 students come to TWO weekly classes: Tuesday 3:45-4:40pm AND Saturday 1:45-2:45pm	RAD Grade 1 & 2 Ballet students
29 - 30 July 5 - 6 August 12 - 13 August	Additional exam classes for NZAMD exams	All NZAMD exam groups will have extra exam classes over these weekends.	Students in NZAMD Jazz, Contemporary, Pre-Grade classes.
18 - 21 August	NZAMD Jazz, Contemporary & Pre-Grade Exams	Proposed dates for the NZAMD Exams and Assessments	Students in NZAMD Jazz, Contemporary, Pre-Grade classes.
6 - 22 September	RAD Graded exams	Proposed Exam session for RAD Grades	All students in Pre-Primary, Primary & Grade 1-4 Ballet
23 September	Term 3 ends	Last day of classes for Term 3	Everyone
9 October	Term 4 begins	Start of Term 4 Term 4 invoices due	Everyone
30 October - 4 November	'Show Your Extreme Spirit' week	A week of crazy dress-up fun, with different themes for each day	Everyone
25 November		Final studio rehearsal for Concert	All dancers except Baby Steps
26 November		First Theatre rehearsal at	All dancers except Baby

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		Southwards Theatre	Steps
1 December	CONCERT 2023	Performance at Southwards Theatre	All dancers except Baby Steps
2 December	CONCERT 2023	Performances at Southwards Theatre	All dancers except Baby Steps
4 - 9 December	XMAS FUN WEEK	A fun week of classes, activities and the much anticipated Water Fight, Pizza night and Mr J's 'This is not conditioning' walk	Everyone
9 December	Term 4 ends	Last day of Xmas Fun week	Everyone



# EXTREME DANCE STUDIO HANDBOOK 2023

## CODE OF CONDUCT

To ensure the smooth, safe running of Extreme Dance and an enjoyable experience by all, below you will find our code of conduct. As always we are open to feedback, so if any of the requirements outlined below are unclear or concerning, please give us a call to discuss further. Following a formal meeting, we do reserve the right to dismiss or take disciplinary action on any students or parents who breach our studio's code of conduct.

Families who do not comply with their fee or costume payment obligations will be charged a late fee, and may be excluded from performances. External debt collection may occur when fees remain overdue and this will be at the expense of the client. Costume expenses are the responsibility of the parent, and costumes will not be issued to students with unpaid class fees.

We are unable to take responsibility for our students before or after their scheduled classes and it is the responsibility of the parent to ensure their child is picked up and dropped off on time. In the case of an emergency or unavoidable delay, please contact the studio immediately to inform us of the situation so we can keep your child calm and safe until they can be collected.

Any questions or complaints must go through the studio office – parents and students are not permitted to contact Extreme Dance teachers via phone, in person, or via email / social networking with studio issues unless it has been broached with the directors first. Personal meetings with the studio directors can happily be arranged via the office.

In the rare case of a parent or student showing disrespect or defamation to any parent, staff member or student, a meeting will be called immediately and dismissal may be considered at the discretion of the directors. Physical, mental, emotional or cyber bullying by parents, staff or students will not be tolerated and may result in dismissal from the studio.

Extreme Dance takes no responsibility for any stolen or misplaced property on the studio premises and we encourage our families to avoid bringing valuable items into the studio where possible.

Only private lesson students are permitted to enter solo competitions and it must be with the permission of their teacher/choreographer.

Extreme Dance management reserves the right to change teachers or timetables when necessary at any time throughout the year.

In the event of a lockdown or similar event, Extreme Dance management reserves the right to shift all classes to an online learning platform.

Choreography and studio policies remain the intellectual property of Extreme Dance and may not be reproduced or sold by any students, parents or staff without permission of the director/s.

# EXTREME DANCE STUDIO HANDBOOK 2023

## OUR CLASSES

### PRE-SCHOOL CLASSES

#### **Baby Steps - for toddlers under 3 years (minimum age 18 months)**

An introduction to dance through music, movement & creativity.

Children participate together with a parent/caregiver.

#### **First Steps (3 & 4 years)**

Imaginative dance adventures for kids who love to move!

Our exclusive Pre-School dance programme designed for 3 & 4 year olds.

First Steps classes are our pre-ballet programme

#### **Dancely (3 & 4 years)**

Dancely is for 3 & 4 year olds designed, to get them moving, shaking, and most importantly, having fun! Dancely features original music from the award winning songwriters at Disney, Netflix and Marvel, with original choreography from world renowned dancers, who know exactly the moves that make kids jump for joy with delight and excitement.

Dancely classes are our pre-jazz/hiphop programme.

## CLASSES FOR DANCERS FROM 5 YEARS UPWARDS

### **Classical Ballet (Royal Academy of Dance)**

RAD Graded & Vocational syllabus from Pre-Primary to Advanced 2

Character work is incorporated in classes from Grade 1-5

Beginner class - NZAMD Pre-Grade 1.

Children may begin ballet the year they will turn 5.

### **Lyrical**

Our lyrical programme offers non exam classes to explore and enjoy lyrical dance.

Children may begin lyrical when they reach grade 3 ballet or jazz.

### **Jazz (NZAMD American Syllabus)**

Classes from Pre-Grade 1 – Advanced 2.

Children may begin jazz the year they will turn 5.

Solo Performance Diploma (by invitation)

### **Contemporary (NZAMD Syllabus)**

Classes from Introductory to Level 6.

Children may begin contemporary when they reach grade 4 ballet or jazz.

Solo Performance Diploma (by invitation)

### **Hip Hop**

Our hiphop programme offers non-exam classes that cover a range of street dance styles.

Classes are grouped by age: 5-6, 7-8, 9-10, 11-13, 14 years & over

### **Tap**

Our tap programme offers non-exam classes to explore and enjoy the fundamentals of tap dance, with a focus on rhythm and technique.

Children may begin tap from the age of 6.

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## Open Classes

**Intermediate Open Ballet** – Open class for Intermediate Foundation/Intermediate ballet students, and dancers wanting a once-a-week class. Minimum level Intermediate Foundation.

**Advanced Open Ballet** – Open class for Advanced ballet students, and Advanced dancers wanting a once-a-week class. Minimum level Advanced Foundation.

**Progressions class (Grade 4 level & above)** - Open progressions class. Perfect for dancers who are looking for extra training to master their skills with leaps, kicks & turns

**Conditioning** - Dance fitness - increase your strength and endurance. Minimum age 8/9 years - Grade 2 level. This class is FREE for dancers in Performance groups, or dancers taking 4 or more classes.

**Advanced Open Class 15 & over** – Advanced level open class. Advanced/Pre Professional level - age 15 years & over.

## Performance Groups & HipHop Crews

Students will be selected for performance groups based upon ability, reliability, and attitude.

Although it is an honor to be in one of these groups, it is also a large responsibility and commitment.

These classes are by invitation only.

An invitation one year does not guarantee an invitation the following year.

## CLASS REQUIREMENTS FOR BALLET:

**Pre-Grade 1/ Pre-Primary/Primary:** 1 class per week (additional classes as scheduled prior to exams)

**Grade 1 & 2:** 1 class per week for terms 1, 2 & 4. 2 classes per week in Term 3.

**Grade 3 & 4:** 2 classes per week throughout the year.

**Intermediate Foundation/Intermediate:** 3x Intermediate Foundation/Intermediate classes per week. Optional (recommended) Intermediate Open class.

**Advanced 2:** 2x A2 syllabus classes per week, PLUS Adv Open class, PLUS Adv 2 Saturday class at NZSD

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## EXAMS

As a studio who values the growth and commitment of our dancers from all ages, it's our pleasure to offer exams/assessments to students in Ballet, Jazz and Contemporary as a part of our programme. Here are our approximate exam dates for 2022:

Further information will be sent out in advance via email.

### RAD VOCATIONAL EXAMS:

(Intermediate Foundation, Intermediate & Adv 2 ballet students) TBA

### NZAMD JAZZ, CONTEMPORARY & PRE-GRADE EXAMS:

(All grades - proposed dates - to be confirmed) 18th - 21st August

### RAD GRADED & VOCATIONAL EXAMS:

(Pre-Primary, Primary, Grade 1-5 - date range of exam session) 6th - 22nd September

While exams are not compulsory, our vast experience shows that formal exams present a unique opportunity for the children to display and take pride in how hard they work and are able to progress in their classes. Our exam students always find their exam experience to be uplifting, beneficial and rewarding.

Exams are conducted by external examining bodies (RAD & NZAMD) and exam fees are charged by these organisations. We collect the exam fees and pay them on your behalf.

Prior to each exam session we will send out comprehensive information about the exam procedure, additional exam classes & mock exams and exam fees.

The exam timetables are usually provided by the external examining body, and we are unable to request certain dates or times for a particular student. Exams are held during the day from 9am to 5pm, so students may require some time off school for their exam.

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## **UNIFORM** *"If you look like a dancer, you feel like a dancer."*

At Extreme Dance we are a uniform studio. We believe that wearing studio uniforms gives students a sense of belonging to our family as well as creating an identity for our studio in the greater community. Our uniforms also:

- Encourage discipline
- Help students resist peer pressure to buy stylish clothes for class
- Help identify non-students in the studio
- Diminish economic and social barriers between students
- Increase a sense of belonging and school pride
- Improve attendance

Extreme Dance branded items can be purchased year-round from the studio.

For leotards, dance shoes and other dancewear items we recommend the following suppliers:

Dance Stop - 49 Queens Drive, Lower Hutt [www.dancestop.co.nz](http://www.dancestop.co.nz)

Just Dance - mobile and online dancewear stockist. Contact: [andrea@justdance.co.nz](mailto:andrea@justdance.co.nz)

## **Grooming expectations for dance class**

### **All students are required to wear the correct uniform to every class.**

Girls must have their hair in a bun for all classes except HipHop. For HipHop, please have your hair tidy and secured off your face with no loose bits.

No jewellery (including watches) is to be worn in any class, except small earrings.

Underwear is not worn under leotards (just like swimming togs!) Older girls who require a bra for support must ensure that there are no visible straps. Specialist dance underwear can be purchased, and if worn, must not be visible.

Your look at all times should be professional. We take your dance training seriously, and we expect you to take pride in your appearance for class.

## **Baby Steps**

**Children** – comfortable clothing to allow freedom of movement. OR own choice of dress up – fairy dress, batman cape etc. Bare feet or ballet shoes, children may not dance in socks or tights - footless leggings are a great idea in the cooler months.

**Adults** – comfortable work-out clothing and bare feet.

## **First Steps**

Your choice of pre-grade ballet uniform as listed below, or your choice of leotard/skirt/fairy dress/dress-up etc or t-shirt & shorts.

Leather ballet shoes & socks are required – pink for girls, white for boys. Please purchase ballet shoes from a dancewear retailer, NOT play ballet shoes, or canvas ballet shoes.

## **Dancely**

Your choice of pre-grade jazz uniform as listed below, or your own choice of leotard/skirt/dress-up/tshirt and leggings or shorts.

Bare feet or ballet shoes are fine.

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## **Ballet – Pre-Grade 1, Pre-Primary & Primary**

Regulation ballet uniform dress. This is a short sleeved lycra dress with an attached mesh skirt, NOT the Farmers pink ballet dress.

Style: Capezio 3966C Short Sleeve Nylon Dress - Colour: Pink  
or White t-shirt & navy shorts

Pink leather ballet shoes with ½ inch flesh elastic & flesh coloured ballet socks or white leather ballet shoes with ½ inch white elastic & white ballet socks.

Optional pink crossover cardigan for warmth in winter.

RAD Pre-Primary & Primary uniform will be hired from the studio at Exam time.

## **Ballet – Grades 1-2**

Marine Blue cotton lycra RAD regulation leotard with matching elastic belt.

Style: Paul Wright Faith (Marine Blue) OR Energetiks CL04 (Turquoise)  
or White short sleeved leotard worn under navy bike shorts.

Black full circle character skirt (length = 7.5 cm below the knee) with blue ribbons & black canvas character shoes with low heel or black canvas lace up character shoe.

Pink leather ballet shoes with 1/2 inch flesh elastic strap & flesh coloured ballet socks or white leather ballet shoes with ½ inch white elastic & white ballet socks.

Optional crossover cardigan for warmth in winter.

## **Ballet – Grade 3-4**

Navy cotton lycra RAD regulation leotard with matching elastic belt.

Style: Paul Wright Faith (Navy) OR Energetiks CL04 (Navy)  
or White short sleeved leotard worn with a dance belt under navy tights.

Black full circle character skirt (length = 7.5 cm below the knee) with blue ribbons & black canvas character shoes with cuban heel or black lace up character shoe.

Pink leather ballet shoes with 1/2 inch flesh elastic strap & flesh coloured ballet tights or white leather ballet shoes with ½ inch white elastic & white ballet socks.

Optional crossover cardigan for warmth in winter.

## **Ballet – Vocational (Intermediate Foundation – Advanced 2)**

Black plain camisole style leotard.

Flesh coloured ballet tights.

or White short sleeved leotard with dance belt worn under black tights.

Intermediate Foundation – Pink flat ballet shoes with ribbons or white leather ballet shoes with ½ inch white elastic & white ballet socks. Pink satin pointe shoes – the teacher will advise when these are required.

Intermediate & above – Pink satin demi pointe shoes & pink satin pointe shoes, all with ribbons or white leather ballet shoes with ½ inch white elastic & white ballet socks.

Uniform regulation leotards must be worn 1 class each week – Class TBA.

Coloured leotards are acceptable for alternate class/es.

Shorts & Skirts are NOT worn for any Vocational ballet classes.

Skirts and Tutus for Exam variation dances will be hired from the studio at Exam time.

## **Open Ballet Classes**

Shoes and tights as above (Flat ballet shoes may be worn for open classes)

Either regulation uniform leotards as above, or classical ballet leotards in other colours may be worn. Shorts & Skirts are NOT worn for any ballet classes.

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### **Jazz & Tap, Progressions – All Grades**

3/4 plain black leggings, Extreme Dance racer panel shorts or Extreme Dance alpha tights (optional black fitted dance shorts for class, not for exams) , or plain black bootleg dance pants

Black Extreme Dance muscle back top, Extreme Dance madison tank top or Extreme Dance blue and black obsession or alpha crop tops.

**or**

Black 3/4 dance pants, Extreme dance drawstring shorts or Extreme Dance racer panel shorts

Black sleeveless Extreme Dance top

- Black jazz or tap shoes with black socks.
- Slip on jazz shoes without laces are preferred for all levels.

### **Contemporary**

Black cotton lycra wide strap camisole leotard.

Style: Paul Wright Bronwyn OR Capezio Princess Tank CC202 / CC202C OR Energetiks Wide Strap Camisole AL11 / CL11

Black cotton lycra 3/4 leggings or Extreme Dance alpha leggings worn over leotards.

**or**

Black 3/4 dance pants or leggings with Black sleeveless Extreme Dance top

- Bare feet.
- Shorts are NOT worn for any contemporary class.

### **Lyrical - Junior class**

Black cotton lycra wide strap camisole leotard.

Style: Paul Wright Bronwyn OR Capezio Princess Tank CC202 / CC202C OR Energetiks Wide Strap Camisole AL11 / CL11

Black lyrical skirt – hired each year from the studio.

Tan or flesh footless/convertible lyrical tights.

**or**

White short sleeved leotard OR Black sleeveless Extreme Dance top with black 3/4 dance pants or leggings

- Bare feet

### **Lyrical - Intermediate/Senior class**

Black cotton lycra wide strap camisole leotard, or Extreme Dance crop top/muscle back/singlet top

3/4 plain black leggings, Extreme Dance racer panel shorts or Extreme Dance alpha tights or black fitted dance shorts.

- Bare feet

### **Hip Hop – All classes**

Your choice of any Extreme Dance t-shirt / muscle back / crop top / sleeveless boys' top (Extreme Dance uniform top must be worn for class)

Own choice of plain black dance pants / track pants / Extreme Dance jet double shorts, racer panel shorts or alpha tights. **NO skirts, NO jeans, NO denim of any kind.**

Plain Black Converse style hi-tops or plain black sneakers for all HipHop classes (our preference is that these are only worn in class please to protect the studio floor for other dancers)

### **Advanced Open Class / Performance Groups / HipHop Crews / Soloists**

Your choice of dancewear – appropriate to the genre of dance.

Performance groups require fitted dancewear please - rather than baggy tshirts.

Jazz shoes/bare feet for performance group depending on choreography.

Plain black converse/sneakers for hiphop crew.

## EXTREME DANCE STUDIO HANDBOOK 2023

### FEE STRUCTURE

Please find below the fee structure for 2023. Feel free to contact the office if you have any fee-related queries.

REGISTRATION FEE      \$45 per student. Payable at time of registration.

CLASS	TERM FEE
BABY STEPS (Toddlers under 3 years, minimum age 18 months) Class duration: 30 minutes	\$10 per class casual \$50 for 10 class pass
FIRST STEPS / DANCELY (3 & 4 year olds) Class duration: 30 minutes	\$140 for 1 class \$210 for 2 classes
BEGINNER CLASSES: Pre-Grade, Pre-Primary & Primary, HipHop 5-6 years, Junior Tap Class duration: 30-45 minutes	\$155 for 1 class \$310 for 2 classes \$465 for 3 classes
ALL OTHER CLASSES: Class duration 45-75 minutes 1 class per week (per student) 2 classes per week 3 classes per week 4 classes per week 5 classes per week 6 classes per week 7 classes per week 8 classes per week 9 classes per week 10 classes per week 11 classes per week 12 classes per week 13 classes or more per week	   \$185 \$360 \$525 \$680 \$820 \$960 \$1080 \$1190 \$1290 \$1375 \$1450 \$1520 \$1595
PERFORMANCE GROUPS (by invitation only) 1 group    Ballet performance group only 1 group    **Performance Group Bonus Merch tba 2 groups 3 groups	 \$250 \$300 \$400 \$475
SOLO PRIVATE LESSONS (Pre purchased Dance card)	\$45 per half hour
DUO PRIVATE LESSONS (Pre purchased Dance card)	\$22.50 per half hour
CASUAL CLASSES	\$20 per class



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## PAYMENT TERMS

Invoices for each term's tuition will be emailed to you prior to the beginning of the term. There are two options for payments:

Option 1 - Pay invoice in full before the start of the term

Option 2 - Split term fee into 8 even weekly payments that are paid on the Wednesday of weeks 1 - 8 either via the DSP parent portal, by AP to Extreme Dance bank account (ASB 12-3223-0028709-00) or in the studio office. If payment is not made by Wednesday of each week, then the balance of that term's fees will be payable in full immediately along with a \$40 late payment fee.

Invoices are due in full before the first day of each term, unless Option 2 has been taken and you have notified the office.

Invoice due dates 2023:

6 February

23 April

16 July

8 October

A \$40 late payment fee will be added to any payment arrangement that is defaulted on.

Fees are based on an average 8 week term and are calculated over the entire year. This takes into account statutory holidays, exam days and that terms differ in length and some are longer or shorter.

Makeup classes will be offered if the year falls short of 32 weeks.

Students who start class mid-term will be invoiced pro-rata with payment due once their enrolment is confirmed.

Lessons missed will not be deducted.

For students who leave during the term, the fees are non refundable.

All Fees are GST inclusive.

If you wish to withdraw from classes at Extreme Dance, it is a requirement that you notify the studio in writing.

## PAYMENT METHODS

Payment can be made by:

- Online by credit card via Dance Studio Pro - **this is our preferred method**
- Online AP payment if a payment plan has been set up
- In the studio office by EFTPOS/Credit Card or Cash

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## ATTENDANCE

Your child's attendance in class is vital for their progress, and very important to their peers and our teaching staff.

As a member of the team, it is a commitment for you to ensure your child attends their classes on time each week and attends all lessons planned for them.

Not only do absences impact the progress of the class, it also impacts the social and confidence-building principals we work hard to foster in each age group.

If you know ahead of time that your child will be absent due to holidays/vacations, commitments or school trips, please let us know ahead of time so the class impact is minimal.

If your child is too unwell to attend class, we ask that you inform the office as soon as you can so they can let the teachers know. You can also log your child's absence in your Dance Studio Pro parent portal.

## SOCIAL MEDIA

Extreme Dance's Social Media Policy refers to all social networking sites, video/photo sharing sites, blogs, micro-blogs, wikis, podcasts, forums, instant messaging and geo-spatial tagging (for example, Facebook check-ins). Please see below for our regulations regarding Social Media and feel free to contact our office if you have any questions.

Any comments or posts perceived to be obscene, defamatory, threatening, harassing, discriminatory or hateful towards Extreme Dance staff, students or families may subject the owner to disciplinary or legal action.

All matters pertaining directly to the studio - whether it be fees, scheduling, placements or performance opportunities - may not be communicated via Social Media. We have an open door policy and encourage all communication, complaints and feedback to be communicated to the directors directly.

Families found to be engaging in 'hidden' or 'private' groups formed for the specific purpose of discussing studio matters will be encouraged to join our closed Facebook groups for public discussion and warned against discussing studio matters in their private online groups.

## **OUR TEACHERS - THE EXTREME DREAM TEAM**

Finally, it is our pleasure to introduce our hand-picked faculty for 2023! Our enthusiastic, passionate and dedicated teachers are thrilled to be part of your family's dance journey this year. We are truly looking forward to growing together to hold this generation of skilled, confident, genuine and unique performers.

We believe our role is to help grow great humans, not just great dancers.



### **EXTREME DANCE DIRECTORS**

Emma Johnson & John Linkhorn - Founded Extreme Dance in 2005



Esther Robinson



Georgia Marshall



Emma Warmouth



Colleen Cox



Lucy Marshall